

## **CHIEF VETERINARIAN**

### **DEFINITION:**

Under general direction, to coordinate, oversee and participate in the animal health care programs at county animal shelters; to act as the animal medical advisor; and to perform related work.

### **DISTINGUISHING CHARACTERISTICS:**

Chief Veterinarian is a one-position management class allocated to the Department of Animal Services. Under the direction of Assistant Director, Animal Services this class is the county animal advisor responsible for overseeing; evaluating and ensuring the quality of routine and emergency medical and surgical services provided at all the county's animal shelters. Chief Veterinarian differs from the next lower class, Veterinarian by its supervision and program management responsibilities.

### **EXAMPLES OF DUTIES:**

Coordinates, oversees and maintains veterinary medical facilities and services at all county animal shelters; administers contractual programs with private veterinarians for emergency and routine medical/surgical services; provides surgical and medical care for a variety of sick and injured animals; performs spay/neutering surgery on animals prior to adoption; oversees health of impounded animals; examines animals prior to adoption and before release from rabies quarantine; trains and supervises persons performing, or assisting with veterinary duties or medical procedures; supervises the use of chemical drugs; informs private veterinarians of drugs used and recommends support treatment; oversees the use of drugs for euthanasia; orders and maintains supplies and equipment; may prepare press releases and respond to inquiries from the press; maintains effective community relations; performs studies; uses computer to prepare reports and maintain records; explains medical aspects of animal care and regulation to the public; performs administrative work such as legislative analysis and report writing; and performs related work.

### **MINIMUM QUALIFICATIONS:**

#### **Thorough Knowledge of:**

- Principles and practices of current veterinary medicine.
- Animal diseases and their prevention, control and eradication.
- Current veterinary practices and techniques relating to the treatment of injured animals.
- County, state and federal animal health laws and regulations.
- Animal regulation procedures and problems.

#### **General Knowledge of:**

- The General Management System in principle and in practice.

**Skills and Abilities to:**

- Administer, oversee and coordinate countywide animal medical and regulatory programs.
- Provide surgical and medical services and care for a variety of well, sick and injured animals, including a high volume of spay and neutering operations.
- Hire, train, supervise and evaluate subordinate veterinarians and technical personnel.
- Analyze critical medical and administrative situations and take effective action.
- Provide state-of-the art, high quality animal medical services in the most efficient manner.
- Evaluate program quality, cost and overall effectiveness to recommend and implement changes and improvements.
- Establish and maintain cooperative and effective relations with those contacted during the course of work.
- Communicate effectively orally and in writing.

**EDUCATION/EXPERIENCE:**

Education, training and/or experience that clearly demonstrate possession of the knowledge, skills and abilities stated above. An example of qualifying education/experience is: a degree in veterinary medicine from an accredited university of veterinary medicine; AND, three (3) years of experience in animal control or regulatory medicine. Supervision and program responsibility experience are highly desirable.

**SPECIAL NOTES, LICENSES OR REQUIREMENTS:****License:**

A valid license to practice veterinary medicine in the State of California at time of appointment.

A valid California Class C driver's license is required at time of appointment or the ability to arrange necessary transportation for field travel. Employees in this class may be required to use their personal vehicle.

**Working Conditions:**

Work requires travel to various animal shelters throughout the county. May work weekends and holidays.

**Background Investigation:**

Must have a reputation for honesty and trustworthiness with no felony convictions. Misdemeanor convictions may be disqualifying depending on number, severity, and recency. Applicants will be subject to a thorough background check.

**Probationary Period:**

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve months. (Civil Service Rule 4.2.5).